

Standard Operating Procedures 4000.2
QWI Regular Production Schedule
July 1, 2006

I. PURPOSE

State partners under the Local Employment Dynamics (LED) partnership supply input data files to the Census Bureau on a quarterly basis¹. In turn, the Census Bureau processes and integrates these files with other data sources to produce the Quality Workforce Indicators (QWI). This document establishes the standard operating procedures for on-time production of the QWI data.

II. DEFINITIONS

Definitions used in this set of standard operating procedures (SOP) include:

- ***UI wage records.*** Worker unemployment insurance wage records² as supplied by the state partners.
- ***QCEW records.*** Quarterly Census of Employment and Wage records (also known as ES-202 records)³ as supplied by the state partners.
- ***QWIPU file.*** Quarterly Workforce Indicators Public Use file⁴ that is produced by the Census Bureau under LED.
- ***SPFRU file.*** Successor-Predecessor Firm Restricted Use file that is produced by the Census Bureau under LED.
- ***Production cycle.*** There are four quarterly cycles for each calendar year: January 1 to March 31 (first quarter), April 1 to June 30 (second quarter), July 1 to September 30 (third quarter), and October 1 to December 31 (fourth quarter).
- ***Production.*** Production is the process that begins with the Census Bureau receiving both quarterly UI wage records and QCEW records from the state partner to the dissemination of both QWIPU file and SPFRU file by the Census Bureau to the state partner for each production cycle.
- ***On-time delivery.*** Receipt of both quarterly UI wage records and QCEW records by the Census Bureau within 7 calendar days of the start of a production cycle. Delivery that is not on time is *late*.

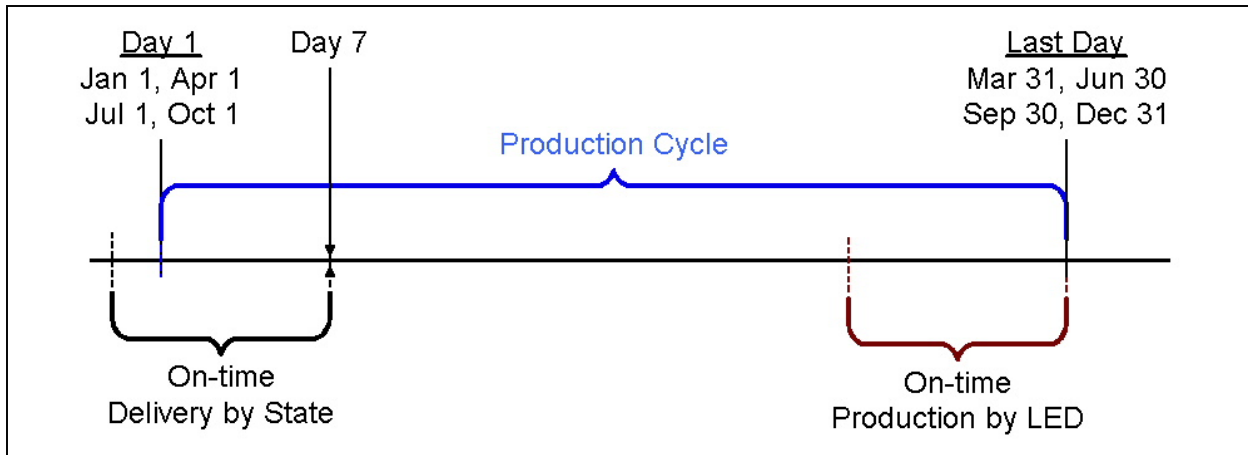
¹ By mutual agreement, California is an exception where processing is done annually. Plans are being made to begin more frequent production for California in the coming year.

² SOP 3010.1 Unemployment Insurance Wage File Layout, available in Partners Only at <http://lehd.dsd.census.gov>.

³ SOP 3020.1 ES-202/QCEW File Layout, available in Partners Only at <http://lehd.dsd.census.gov>.

⁴ SOP 3050.0 Quarterly Workforce Indicators, available in Partners Only at <http://lehd.dsd.census.gov>.

- **On-time production.** Dissemination of both QWIPU and SPFRU by the Census Bureau on or before the last day of a production cycle. Production that is not on-time is **late** unless it is disrupted or discontinued due to data quality issues.



III. PROCEDURES

1. The state partner sends the UI wage records and QCEW records to the Census Bureau by (a) CD/DVD with a tracking record or (b) secured FTP file transfer⁵.
2. The Census Bureau processes the data files that have been delivered and posts the daily status of processing in the password-protected State Only section of the LED website located at <http://lehd.dsd.census.gov>.
3. Upon completion of processing, the Census Bureau distributes the QWIPU and SPFRU files by DVD via express mail. The QWIPU files are also available for electronic download from the password-protected State Only section⁶ of the LED website located at <http://lehd.sas.census.gov> and through the courtesy use of the Cornell Restricted Access Data Center⁷ at <http://www.ciser.cornell.edu/CRADC/Home.shtml>.

IV. PERFORMANCE MEASURES

State Partners: On-time delivery of files that meet standard layouts and quality requirements.

Census Bureau: On-time production for states that are on-time with delivery of files and those that are late, subject to acceptable data quality; reduction of backlog if one exists; average number of days to complete production.

⁵ SOP 3040.1 Secured Electronic File Transfer by Encryption and FTP, available in Partners Only at <http://lehd.dsd.census.gov>.

⁶ Access to the State Only section is restricted and managed by a state contact. See Section V of this SOP for details.

⁷ Registration to use the facility is required by contacting Pinky Chandra at pc17@cornell.edu.

V. NOTES

1. UI wage records and QCEW records are expected to have a two-quarter lag. For example, the Census Bureau is expected to receive preliminary 2005 quarter two (April-June) and final 2005 quarter one (January-March) data on January 1, 2006, the start of 2006 quarter one cycle.
2. Upon joining the LED, a new state partner supplies historical UI wage records and QCEW records dating as far back as 1990. The Census Bureau will test read-in procedures, as well as checking the consistency and quality of the records. The Census Bureau will also produce preliminary results for evaluation by the state partner before Regular Production begins. This Experimental Production process usually requires iterations that range between one and two quarters, depending on the size, completeness, and complexity of the files. It is covered under a separate SOP⁸.
3. Access to the State Only section in the LED is restricted by passwords and managed by designated State Information Technology Contacts (SITCONs)⁹. The SITCON list is posted in the LED website. Updating and maintaining the SITCON list are managed directly by the state partners through automated steps at the LED website.
4. Holly Brown is designated at LED to provide login names and passwords to SITCONs.
5. The Census Bureau has been in negotiations with the Bureau of Labor Statistics (BLS) to meet the BLS implementation requirements for the Confidential Information Protection and Statistical Efficiency Act. An agreement to consolidate the supply of QCEW records by BLS will change some of the procedures in this SOP.
6. The Census Bureau plans to begin DVD sales as an additional means to distribute QWI public-use files by state or as a package of all states, beginning December 1, 2006.
7. The Census Bureau reserves the right to postpone current quarter production for a partner state to the next or future production quarter if the files are delivered late, require re-processing, or encounter data quality issues.

VI. EFFECTIVE DATE

These standard operating procedures becomes effective on July 1, 2006.

⁸ SOP 3120 QWI Experimental Production Process, available in Partners Only at <http://lehd.dsd.census.gov>.

⁹ SOP 3090 State Information Technology Contacts, available in Partners Only at <http://lehd.dsd.census.gov>.

VII. CONTACTS

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